

GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY OFFICE OF THE DEPUTY DIRECTOR FOR HUMAN RESOURCES

ANNOUNCEMENT NO: CFSA-04-S075

POSITION: NURSE (PEDIATRIC), RN-610-4/5/6

OPENING DATE: 04-08-04

CLOSING DATE: OPEN UNTIL FILLED

IF "OPEN UNTIL
FILLED," FIRST
SCREENING DATE: 04-22-04

SALARY RANGE: SALARY WILL BE COMMENSURATE
WITH EXPERIENCE AND EDUCATION

TOUR OF DUTY: 8:15 a.m. - 4:45 p.m.
Monday - Friday

WORKSITE: WASHINGTON, D.C.

AREA OF CONSIDERATION: UNLIMITED

PROMOTION POTENTIAL: RN-06

NO. OF VACANCIES: ONE (1)

AGENCY: CHILD & FAMILY SERVICES AGENCY (CFSA), OPDD, ODDCP, CSHSA-HSD

DURATION OF APPOINTMENT: ☒ Permanent ☐ Term (13 months to 4 years) NTE: Four (4) years ☐ Temporary
(Up to 1 year, Not-to-Exceed) _____

☐ This position IS in the collective bargaining unit represented by AFSCME Local 2401 and you may be required to pay an agency service fee through an automatic payroll deduction.

☒ This position IS NOT in a collective bargaining unit.

RESIDENCY PREFERENCE AMENDMENT ACT OF 1988: An applicant for a position in the Career Service or for an attorney position (DS-905) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

BRIEF DESCRIPTION OF DUTIES: The incumbent provides professional nursing care to children and families accessing the DC Kids Program. Directs or assists in conducting a variety of routine health care program activities, to include program planning and development, program analysis and evaluation, program coordination and program policy implementation. Coordinates service delivery, obtains accurate history, assesses clinical information to develop treatment plans and establishes short and long term goals to meet the client's needs. Establishes working relationships with referral sources and communicates case objectives to appropriate individuals/departments/referral sources. Assesses physical and psychological factors, identifies clients with potential for high-risk complications and acts as an advocate for a client's health care needs. Review benefit system and cost benefit analysis to evaluate the quality of necessary medical services, identifies cases that benefit from alternative and residential care, acquires data and evaluates necessary medical services for cost containment. Coordinates care among community agencies for the Department of Health, Women Infant and Children, Family Planning and other similar organizations and programs, as needed, to assure quality and continuity for clients. Provides emergency and non-emergency treatment and services to children in the Intake Processing Center as required.

QUALIFICATION REQUIREMENTS: One (1) year of specialized experience equivalent to at least the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.

OTHER INFORMATION: Must have a current Registered Nurse license in the District of Columbia. This position requires proficiency, working with computer software such as Microsoft Word and Excel.

AN EQUAL OPPORTUNITY EMPLOYER
D.C. Standard Form 1226 (Revised 9/93)

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Basic knowledge of nursing comparable to that acquired through completion of a Bachelor of Science Degree, to provide health care services for individuals and families;
2. General Knowledge of the principles and practices of case management health care delivery to perform difficult and specialized professional nursing assignments requiring extended professional training and wide-ranging experience in pediatric nursing;
3. Through Knowledge of JCAHO, DCRA and other regulatory agencies' standards and their application to ensure staff compliance with established standards;
4. Through knowledge of pertinent agency resources, collateral public and private agencies i.e., MAA, DOH, DHS, DMH and /or health care delivery resources and legal policies and procedures affecting children and families; and
5. Knowledge of District of Columbia laws and regulations regarding health care.

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2002 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test and Criminal Background Check. Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUE OCCURING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE.

HOW TO APPLY: ALL APPLICANTS, AGENCY EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000.

<u>MAIL TO:</u>	Child and Family Services Agency Office of the Deputy Director for Human Resources 400 6 th Street, SW Washington, DC 20024	<u>WALK-INS:</u>	955 L'Enfant Plaza, 5 th Floor Washington, D.C. 20024
<u>TO APPLY:</u>		<u>WEB SITE:</u>	www.cfsa.dc.gov
<u>FAX TO:</u>	(202) 727-5750	<u>TELEPHONE:</u>	(202) 724-7373
<u>EMAIL TO:</u>	cfsajobs@cfsa-dc.org		

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OFFICE OF THE DEPUTY DIRECTOR FOR HUMAN RESOURCES
